



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 07/01/2015 Closing Date: 07/15/2015

Position Title: Doorman

Department: Oak Pit Restaurant

Work Schedule: Varies

Wage Rate: \$9.00/HR/ Paid Bi-Weekly/ Non-Exempt

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION

POSITION TITLE: Doorman

WORKSITE: The Oak Pit
615 N Main St
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Doorman under the direction of the Restaurant Manager provides excellent customer service to patrons during and after dinner hours. Responsible for the safeguarding of company property, providing crowd control, and defusing potentially hostile situations. The Doorman will be responsible for checking ID's of patrons for legal drinking age, and keeping customer counts for the bar area in compliance with city occupancy codes.

DUTIES AND RESPONSIBILITIES:

1. Greets customers with professionalism and courtesy.
2. Checks customer ID's to make sure customers are of legal drinking age, and checks ID's of customers for any counterfeit or forgery.
3. Provides accurate customer counts of the property in compliance with posted occupancy city codes.
4. Assures safety of employees and patrons while on duty.
5. Responsible for defusing situations and halting altercations which may arise.
6. Assists bartender with unruly customers or customers who have been asked to leave the property.
7. Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed, or need for additional assistance.
8. Be observant of possible criminal activities, advising management and/or local law enforcement.
9. Communicates professionally with customers, employees, and management.
10. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. Law Enforcement or Security Background preferred.
2. Ability to read, write clearly and informatively, comprehends documents pertaining to security policies & procedures, rules & regulations and operating instructions.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Approved by TRED C: 07/02/15

4. Excellent problem solving skills.
5. Knowledge of Identification evaluation.
6. Ability to communicate in English, in addition, ability to communicate in Spanish (preferred)
7. Ability to have detail oriented and organizational skills.
8. Ability to deal with stressful situations in a professional manner.
9. The ability to take direction and follow orders.
10. Ability to make decisions quickly before a situation gets out of control.
11. Ability to handle upset, unruly customers in a friendly and courteous manner.
12. Ability to stand and walk entire shift.

QUALIFICATIONS:

1. Must have a High School Diploma or G.E.D.
2. Must have a current California Guard Card or law enforcement certifications.
3. Alcohol Awareness Certification.
4. Must be 21 years or age or older.
5. Must consistently maintain a well groomed appearance and hygiene as deemed by management.
6. Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.
7. Excellent customer service skills.
8. Must have strong communication skills.
9. Must be professional, polite, and respectful towards guests.
10. Must be able to handle extended hours when needed.
11. Must have excellent interpersonal skills with demonstrated patience, tact, and respect.
12. Must pass pre-employment drug/ alcohol screen and background check.

PHYSICAL DEMANDS

Position requires prolonged standing, walking, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally the position requires near and far vision. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. Frequently must be able to lift up to 20 pounds, and occasionally must be able to lift over 30 pounds. This position may require the movements and strength to incapacitate or subdue other persons for the protection of safety of self and others. May be exposed to cigarette smoke and loud music and loud customer conversations associated with a bar.

This position reports to: Restaurant Manager

Salary: \$9.00/HR/ Paid Bi-Weekly

Benefits: None

Hours:

Part-Time/9:30PM - 2:30AM/ Friday - Saturday

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.